

EFFECTIVE

January 1, 2002.

SUBJECT

1. Code Modifications
2. Edit Updates
3. New and Revised Forms & Publications
4. Year 2002 Dates Added to Schedules

**1. CODE
MODIFICATIONS****Item C**

County/District For Case Transfer Exhibit VII, Wayne County FIA Children and Family Services Districts, has been updated to remove references to Preventive Services for Families (PSF) cases. PSF cases for Wayne County are now handled by the general district offices. PSF cases are to be transferred by the customer zip code to the appropriate general district office in Exhibit IV, Wayne County FIA District Offices.

Item J

Corrections to ASSIST Job Types:

- **505** - Administrative Exceptions has been added
- **610** - Central Office Security Coordinator has been removed

Item S

SER codes for non-energy services were updated to conform with policy.

Item W

- Warrant Disposition Codes 52, 53, 54, 56, 58 and 59 have been updated to include CDC authorizations credited and re-authorized to a different provider.
- New Warrant Disposition, Warrant Reason and Warrant Types are added as follows:
 - Warrant Disposition **LA** for LASR Warrant
 - Warrant Reason **EP** for Early Payment
 - Warrant Types **T** for Escheated and Expunged Benefits; and **P** for LASR Warrants

2. EDIT UPDATES

RFE 50000 – New edit 58031 (**Elig 04 Or 06 Not Allowed. If Parent SSI, Enter Recip ID 00000000.**) has been added. If you are authorizing CDC under eligibility codes 04 or 06, and the SSI parent is not the grantee of the CDC case, this edit will appear. Enter the recipient ID of the SSI parent in the underlined field of the edit and transmit. The SSI parents recipient ID and name will be displayed on the FCHL screen. This will identify the SSI parent and allow authorization under eligibility codes 04 and 06.

3. NEW AND REVISED FORMS & PUBLICATIONS

FIA-5S, CIS Services Transaction Document

Services Requirements Manual (SRM) Item 171, Services Case Activity Reporting, has been updated to reflect changes due to the interface from SWSS-FAJ to CIS. No FIA-5S, CIS Services Transactions Document forms are needed to open, change or close service programs 2 and 4. When the case updates are completed in SWSS-FAJ, the operator will be prompted to send the changes as needed to CIS. The SWSS-FAJ operator will receive a completed transaction number or error message from the interface while remaining in SWSS-FAJ.

FIA-193, Reassignment Letter

The FIA-193, used to notify customers of their new Specialist, can be printed from the Transfer Control - Transfer In (2 6 7) menu path in the ASSIST application. The new FIA letterhead has been added to this form.

FIA Pub-798, Michigan Cares for Today's Child

The latest version of this FIA publication is available.

FIA Pub-872, ABCs, Most Frequently Asked Questions

This new publication is for family day care home providers, relative care providers and day care aides who must telephone bill in order to receive FIA payment. The publication contains frequently asked questions on FIA's new telephone billing system.

FIA Pub-874, ABCs, Step-By-Step Instructions

This new publication is for family day care home providers, relative care providers and day care aides who must telephone bill in order to receive FIA payment. The publication contains instructions for new providers on how to telephone bill for care provided to FIA-funded children.

FIA-1111-4, Grant Award Notice

The current edition of the FIA-1111-4, Grant Award Notice, is now revised for the 1st half of the year 2002 payroll schedule.

FIA-1111-5, Payment Dates

The revised edition of FIA-1111-5, Payment Dates, is now revised for the 1st half of the year 2002 payroll schedule.

**FIA-1171, Assistance Application and FIA-1171-IA,
Income/Asset Supplement**

Minor improvements have been made to these forms in response to suggestions. Previous editions may still be used.

**FIA-4418, Eligibility Determination Record State Emergency
Relief Program**

Form instructions are now provided and an exhibit of the Local Office Policy Exception has been added.

**FIA-4481, MPS PROVIDER ENROLLMENT CONFIRMATION
LETTER**

The FIA-4481, MPS Provider Enrollment Confirmation Letter, is now being sent to CDC providers when they are enrolled in the Model Payments System (MPS) as a CDC provider and when changes are made to provider information on MPS.

**Food Stamp
Payment Accuracy
Enhancement****FIA-252, Food Stamp Budget Checklist****FIA-253, Project Recall - Targeted Food Stamp Questionnaire****FIA-2614, Change In Residence and/Or Household Members
Information**

The three new forms above are used for payment accuracy enhancement. They are the official adaptations of similar forms provided with L-Letter 01-125, Big 14 Best Practice Models, dated 08/07/2001. Use of these forms is optional.

Exception: Local offices who are required to adopt best practice models, in accordance with the terms of L-Letter 01-125, must notify their Zone Specialist and use the appropriate forms.

**Third Party
Resource Liability
Forms****MSA-1354, MSA-1354-A, DCH-0078**

MSA-1354-A, Third Party Liability Casualty Insurance Information, is revised. Previous editions may be used.

Instructions in RFF for the following forms are revised with the correct Department of Community Health mailing address:

- MSA-1354, Third Party Liability Health Insurance Information
- MSA-1354-A, Third Party Liability Casualty Insurance Information
- DCH-0078, Other Insurance Code Change Request

The MSA-1354 and DCH-0078 will be revised with the correct mailing address at a later date.

**4. YEAR 2002 DATES
ADDED TO
SCHEDULES**

All Schedules have been updated for year 2002.

**CDC Deadlines
and Payroll
Schedule**

RFS 110, CDC Deadlines and Payroll Schedule, has been updated to include dates for 2003.

4C Agencies

The list of 4C agencies is updated

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**

RFF 20
RFF 252
RFF 253
RFF 872
RFF 874
RFF 2614

Changed Items (content changes) ...

RFC A
RFC C
RFC E
RFC J
RFC N
RFC P
RFC S
RFC TABLES
RFC W
RFE 1000
RFE 2000
RFE 5000
RFE 7000
RFE 30000
RFE 50000
RFF 5S
RFF 0078
RFF 133A
RFF 189
RFF 193
RFF 202
RFF 204
RFF 798
RFF 1171
RFF 1171IA
RFF 1241
RFF 1354
RFF 1354A
RFF 4418
RFF 4481
RFF 4663

RFF 4783A
RFS 101
RFS 102
RFS 103
RFS 104
RFS 105
RFS 106
RFS 108
RFS 109
RFS 110
RFS 120
RFS 205
RFS 206

Changed Items (link changes only) ...

RFC D
RFC F
RFC G
RFF 5H
RFF 203
RFF 214
RFF 220
RFF 247
RFF 261
RFF 277
RFF 278
RFF 279
RFF 281
RFF 834
RFF 1021
RFF 1111-4
RFF 1143
RFF 1325
RFF 1326
RFF 1327
RFF 1329
RFF 1330
RFF 1331
RFF 1333
RFF 1335
RFF 1336
RFF 1613
RFF 1614
RFF 1790

RFF 2063
RFF 2351X
RFF 3200
RFF 3524
RFF 4358A
RFF 4358B
RFF 4358C
RFF 4358D
RFF 4574B
RFF 4585
RFF 4586
RFF 4588
RFF 4630
RFF 4701
RFF 4701A
RFF 4712
RFF 4712M
RFF 4783
RFF EO-1
RFF EO-2
RFF EO-3
RFF EO-4
RFF EO-5
RFF EO-6

Deleted Items ...

RFF 1171MR
RFF 1241A
RFF 2441
RFF 2444A
RFF 4317
RFF EBT-5
RFF EBT-6
RFF EBT-7
RFF EBT-8